



SHERMAN COUNTY COURTHOUSE

JOB DESCRIPTION: COUNTY CLERK ASSISTANT

General Position Description:

To assist the Elected Official (County Clerk, Election Commissioner, Register of Deeds & Ex Officio Clerk of District Court) in performing the following essential functions and duties of the office under the direction of the elected official.

This position reports to the County Clerk.

Key Responsibilities:

- Inspect all documents presented for recordation for legibility and to ensure proper signatures, legal descriptions, acknowledgements, online notarization, and electronic signatures for all types of recordings.
- Review and proof to verify that each document complies with the statutory requirements for recordation.
- Collect proper recording fees based on statutes.
- Collect proper Documentary tax or ensure exemption information per Nebraska Department of Revenue regulations.
- Maintain permanent record books instrument filed of record (deeds, mortgages, trust deeds, mechanics liens, financing statements and other miscellaneous recordings).
- Issue and maintain marriage license records.
- Issue tobacco license for businesses located outside village and city limits.
- Assist with elections and maintaining election records.
- Issue and renew liquor license for businesses located outside village and city limits.
- Prepare monthly payroll, and maintain employee records on wages, deductions, insurance retirement, garnishments, and child support withholdings.
- Process monthly claims from all county offices for Board approval of payment; maintain monthly records.
- Assist with preparing monthly, quarterly, and yearly reports for payroll and claims.
- Assist with preparing 1099s, 1095, W-2s, and other filings that occur at the end of the year.
- Cross training on District Court
- All other duties as assigned.

Essential Knowledge, Experience, and Skills:

- Strong attention to detail
- Outstanding customer service
- Knowledge of bookkeeping and record keeping
- Strong typing, written and communication skills
- Knowledge of legal descriptions, legal documents, and mapping desirable
- Must be detail oriented and have ability to multi-task

Qualifications:

- High School diploma or equivalent is required
- Two years of clerical experience
- Must have working knowledge of computers and Word, Excel, Outlook and other computer programs.
- Ability to adapt to new situations and requests in a timely manner
- Must maintain an acceptable level of attendance and punctuality

Essential Physical Requirements:

- Must be able to lift 40lbs
- Work requires standing for periods of time
- Work requires periods of time sitting at an office desk, with extended periods of computer time

Benefits:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Retirement Plan
- Earned vacation and sick leave

Schedule:

- Full time – Monday to Friday; 8:30-4:30

Application submission: Please submit completed application and resume to the Clerk's Office - 630 O street
Loup City, NE 68853